

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

**BPO NO:** 001B0600378

**PRINT DATE:** 07/13/20

**PAGE:** 01

### SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

### VENDOR ID:

LEAGUE FOR PEOPLE WITH DISABILITIES  
8808 ORCHARD TREE LANE

TOWSON, MD 21286  
(443 ) 279-6900

### REFER QUESTIONS TO:

GWENDOLYN ADAMS  
(410 ) 767-7662  
GWENDOLYN.ADAMS@MARYLAND.GOV

### ITB:

**EXPR DATE:** 02/28/25  
**POST DATE:** 04/29/20

**DISCOUNT TERMS:** . NET 30 DAY  
**CONTRACT AMOUNT:** 1,878,559.09

### TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

AGENCY SPECIFIC CONTRACT  
FOR  
MARYLAND STATE DEPARTMENT OF EDUCATION (MSDE)  
MAIL HOUSE SERVICES FOR CHILD CARE SUBSIDY PROGRAM

\*\*\*\*\*

THE CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS, AND EXPERTISE TO PROVIDE PRINTING AND MAILING SERVICES TO THE MARYLAND STATE DEPARTMENT OF EDUCATION LOCATED AT 200 W. BALTIMORE STREET, BALTIMORE, MARYLAND FOR THREE (3) YEARS BEGINNING MAY 1, 2020 THROUGH APRIL 30, 2023. THERE ARE TWO (2) ONE (1) YEAR OPTIONS TO RENEW.

SERVICES SHALL BE CARRIED OUT IN ACCORDANCE TO THE COMMUNITY SERVICE PROVIDER DETAILED SPECIFICATION DATED APRIL 21, 2020.

THIS IS A PREFERENCE PROVIDER CONTRACT.

AGENCY CONTACT: RENE' WILLIAMS  
RENE.WILLIAMS@MARYLAND.GOV  
PHONE: 410-767-0140

VENDOR CONTACT: JAMES PAPPAS  
JPAPPAS@LEAGUEFORPEOPLE.ORG  
PHONE: 410-323-0500 EXT. 403  
443-286-4253 (CELL)

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### TERMS (cont'd):

THE ESTIMATED QUANTITIES SET FORTH HEREIN THE DETAILED SPECIFICATIONS ARE BASED ON HISTORICAL QUANTITIES BUT ARE ESTIMATES ONLY AND ARE NOT A GUARANTEE OF ANY MAXIMUM OR MINIMUM QUANTITIES TO BE PERFORMED UNDER THE CONTRACT. THE ACTUAL AMOUNT TO BE PAID TO THE CONTRACTOR SHALL BE CALCULATED USING THE FIRM FIXED UNIT PRICES SPECIFIED ON THE VENDOR PRICING PROPOSAL AND THE ACTUAL NUMBER OF DOCUMENTS PRINTED AND MAILED. THE ACTUAL AMOUNT TO BE PAID TO THE CONTRACTOR SHALL BE THE FIRM FIXED PRICE AMOUNT LISTED IN THE CONTRACT, REGARDLESS OF ACTUAL QUANTITIES.

THE PURPOSE OF THE SERVICES IS TO PRINT, INSERT AND PREPARE LETTERS TO SUBSIDY CUSTOMERS AND PROVIDERS REGARDING ELIGIBILITY AND PAYMENT. THE SPECIFICATIONS FOR THE PRINTING AND MAILING EQUIPMENT MUST BE ABLE TO RETRIEVE .PDF FILES (NON-UPDATABLE FILES).

THE ESTIMATED VOLUME OF SERVICES INCLUDES THE PRINTING AND MAILING OF THE FOLLOWING DOCUMENTS; (LABELED CCS) WITH ESTIMATED VOLUME AND FREQUENCY IN PARENTHESIS:

1. FORMAL VOUCHERS (1200 DAILY - ONCE A DAY MONDAY THROUGH FRIDAY)
2. INFORMAL VOUCHERS (600 DAILY - ONCE A DAY MONDAY THROUGH FRIDAY)
3. INVOICE DETAIL LETTERS (3000 DAILY-ONCE A DAY MONDAY THROUGH FRI)
4. REDETERMINATION LETTERS (900 MONTHLY-AT ANY TIME MON THROUGH FRI)
5. CURRENT FORMAL INVOICES (7000 FOR A TWO-WEEK SERVICE CYCLE)
6. CURRENT INFORMAL INVOICES (3000 FOR A TWO-WEEK SERVICE CYCLE)
7. ADJUSTMENT INVOICES-UPDATES (4000 ALTERNATE WEEKLY IN THE TWO-WEEK SERVICE CYCLE INVOICES ARE ADJUSTED FOR LATE ENROLLEES)
8. CPS RENEWALS - ONCE MONTHLY-AT THE BEGINNING OF THE MONTH
9. INFORMAL PROVIDER RENEWAL PACKETS (150 MONTHLY AT THE BEGINNING OF THE MONTH)

ALL OF THE ABOVE FORMS AND LETTERS ARE PRINTED WITH BLACK INK, 1 PAGE, SINGLE-SIDED, 20# WHITE BOND PAPER THAT IS PROVIDED BY THE CONTRACTOR.

THE CONTRACTOR MAY OCCASIONALLY BE REQUESTED TO PRINT ADDITIONAL INSERTS IN BLACK AND WHITE OR COLOR TO ACCOMPANY SPECIFIC DOCUMENT TYPES FOR SPECIFIC PERIODS OF TIME. THE CONTRACTOR NEEDS TO BE ABLE TO SEGREGATE THE DOCUMENTS NEEDING ADDITIONAL INSERTS SO THAT ONLY THOSE DOCUMENTS RECEIVE THE SPECIAL INSERTS.

PER THE FOLLOWING SCHEDULE WITHIN THE DETAILED SPECIFICATIONS, DOCUMENTS MUST BE GENERATED AND STORED ON THE CCATS APPLICATION SERVER. THIS PROCESS IS BEING COORDINATED BY CANTON GROUP.

THE FOLLOWING DESCRIBES THE ANTICIPATED PROCESS OF INTERFACING THE

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### TERMS (cont'd):

SCHEDULED BATCHES TO THE MAIL HOUSE CONTRACTOR:

AT 10 P.M. EACH NIGHT A PROCESS IS LAUNCHED BY THE "CRON" SCHEDULER ON THE MAIL HOUSE CONTRACTOR'S SERVER. THIS PROCESS TRANSFERS ALL OF THE DOCUMENTS GENERATED THAT DAY TO THE CONTRACTOR'S SERVER, THEN ONE AT A TIME PRINTS THEM TO THE REMOTE PRINT QUEUE FOR THE PRINTER AT THE MAIL HOUSE CONTRACTOR. (NOTE: THE "CRON" IS A PROCESS(DAEMON) THAT RUNS IN THE AIX-UNIX ENVIRONMENT THAT AUTOMATICALLY RUNS PROCESSES AT A PREDETERMINED DATE/TIME).

PRINTING INFORMATION LETTERS:

IN ADDITION TO THE PRINTING OF INVOICES AND VOUCHERS, THE CONTRACTOR SHALL PRINT AND MAIL THE FOLLOWING UNSCHEDULED MAILINGS WITHIN 30 DAYS OF RECEIVING NOTICE OF THE UNSCHEDULED MAILINGS, OR WITHIN THE TIME DIRECTED BY THE CONTRACT MONITOR:

1. INFORMATION LETTERS TO CHILDCARE PROVIDERS (APPROXIMATELY 11,000 LETTERS WILL BE GENERATED 6 TIMES PER YEAR WITH VARYING MAILING DATES).
2. INFORMATION LETTERS TO ELIGIBLE CLIENTS (APPROXIMATELY 18,000 LETTERS WILL BE GENERATED 4 TIMES A YEAR WITH VARYING MAILING DATES).

THE NUMBER OF UNSCHEDULED MAILINGS MAY CHANGE. THE CONTRACTOR WILL BE GIVEN REASONABLE NOTICE IF ADDITIONAL MAILINGS ARE NEEDED. ALL INFORMATION LETTERS ARE PRINTED BLACK INK, 8 1/2" X 11", DOUBLE-SIDED, 20# WHITE BOND PAPER.

PRINTING NEWSLETTERS:

THE OFFICE OF CHILD CARE PUBLISHES THE PARTNERS NEWSLETTER QUARTERLY WITH VARYING MAILING DATES. THE CONTRACTOR SHALL PRINT AND MAIL THE NEWSLETTER WITHIN 30 DAYS OF RECEIVING NOTICE OF THE NEED FOR THE NEWSLETTER, OR WITHIN THE TIME DIRECTED BY THE CONTRACT MONITOR. THE NEWSLETTER WILL NEED TO BE PRINTED AND MAILED TO APPROXIMATELY 11,000 REGISTERED AND LICENSED CHILDCARE PROVIDERS.

NEWSLETTERS WILL BE PRINTED IN FULL COLOR INK, 11" X 17", 20 PAGES, DOUBLED-SIDED, PRINTED ON WHITE BOND PAPER WITH PICTURES AND HALF TONES, IN COLOR, FOLDED BY VENDOR TO 8 1/2" X 11", THEN FOLDED AGAIN IN HALF AND TABBED. MSDE WILL PROVIDE A MAIL FILE FOR ADDRESSES TO BE PRINTED DIRECTLY ON THE NEWSLETTER. MATERIAL FOR NEWSLETTER WILL BE CAMERA READY. 24-PAGE NEWSLETTERS ARE MAILED AT 8.5 X 11".

IDENTIFY AND DESCRIBE THE TYPE OF EQUIPMENT VENDOR WILL UTILIZE TO PERFORM THESE SERVICES.

\*CONTINUOUS FORMS PRINTER

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### TERMS (cont'd):

- \*MAIL INSERTER (STUFFER)
- \*ON-SITE PRESORT MACHINES

THE CONTRACTOR SHALL PROVIDE DESIGN, LAYOUT, AND PUBLICATION SERVICES FOR THE DIVISION OF EARLY CHILDHOOD DEVELOPMENT UPON REQUEST.

PAYMENT FOR POSTAGE IS HANDLED BY A SEPARATE CONTRACT AND IS NOT INCLUDED IN THIS CONTRACT.

THE REQUIREMENTS FOR PRINTING, INSERTING AND MAILING SHALL BE MET IN ACCORDANCE WITH THE REQUIRED DAILY AND BI-WEEKLY SERVICE CYCLES AS INDICATED IN THE TABLE UNDER SECTION 3.2.1.

1. THE CONTRACTOR MUST RECEIVE AND PROCESS DAILY BATCHES FOR MAILING BY THE CLOSE OF BUSINESS, MONDAY THROUGH FRIDAY AND ISSUE A DAILY REPORT OF MAILINGS BY 10 A.M. ON THE DAY FOLLOWING THE MAILING. THE REPORT SHOULD BE SENT THROUGH EMAIL AND SHALL INCLUDE THE NAMES AND COUNT OF THE DOCUMENTS MAILED.
2. THE CONTRACTOR MUST MAIL BI-WEEKLY BATCHES FOR THE TWO-WEEK SERVICE CYCLES ON THE MONDAYS AT 12 P.M. AT THE BEGINNING OF EACH OF THE SERVICE CYCLES.
3. THE CONTRACTOR MUST PROVIDE A DESCRIPTION OF A BACK-UP PLAN DURING THE FIRST THREE MONTHS OF THE NEW CONTRACT IN CASE THE PRINTING AND/OR MAILING CANNOT BE ACCOMPLISHED WITHIN THE SPECIFIED TIMEFRAME.

### INVOICE SUBMISSION SCHEDULE:

INVOICES ARE TO BE SUBMITTED MONTHLY FOR WORK PERFORMED THE PREVIOUS MONTH, BY THE 15TH OF THE SUBSEQUENT MONTH. AS AN EXAMPLE, INVOICES FOR WORK PERFORMED IN JANUARY MUST BE SUBMITTED BY FEBRUARY 15. INVOICES SHALL NOT BE SUBMITTED LATER THAN SIXTY (60) CALENDAR DAYS FROM THE CONTRACT TERMINATION OR EXPIRATION DATE.

### SUBMIT AN ORIGINAL INVOICE TO:

RENE WILLIAMS  
OFFICE OF CHILD CARE  
MARYLAND STATE DEPARTMENT OF EDUCATION  
200 WEST BALTIMORE STREET, 10TH FLOOR  
RENE.WILLIAMS@MARYLAND.GOV

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

THE DEPARTMENT OF GENERAL SERVICES' "TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$50,000" AND ALL SPECIFICATIONS, TERMS AND

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**TERMS (cont'd):**

CONDITIONS OF SOLICITATION # R00R061357 INCORPORATED HEREIN BY  
REFERENCE.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>		
0001	91558-E75300	EA	612,002.3900		

MAILING SERVICES

1ST YEAR:

TERM - MAY 1, 2020 TO APRIL 30, 2021

AMOUNT: \$612,002.39

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0002	91558-E75300	EA	626,078.4500		
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MAILING SERVICES

2ND YEAR:

TERM - MAY 1, 2021 TO APRIL 30, 2022

AMOUNT - \$626,078.45

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0003	91558-E75300	EA	640,478.2500		
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MAILING SERVICES

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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3RD YEAR:

TERM - MAY 1, 2022 TO APRIL 30, 2023

AMOUNT - \$640,478.25

0004	91558-E75300	EA	659,692.6000
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MAILING SERVICES

1ST OPTION YEAR:

TERM - MAY 1, 2023 TO APRIL 30, 2024

AMOUNT - \$659,692.60

0005	91558-E75300	EA	679,483.3800
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MAILING SERVICES

2ND OPTION YEAR:

TERM - MAY 1, 2024 TO APRIL 30, 2025

AMOUNT - \$679,483.38

END OF ITEM LIST

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AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BUYER AUTHORIZED DESIGNEE